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TO : Chief, Intelligence School

DATE: 20 May 1958

FROM : Chief, Operations Support Faculty

SUBJECT: Weekly Report No. 20, 13 May - 20 May 1958



2. A conference was held with [ ] TSS Training Officer, to discuss certain changes [ ] given by TSS. This lecture was subsequently presented with the suggested changes and it is felt that it was more effective. [ ] is having the TSS chart redone incorporating recent organizational adjustments. This will be used in the presentation of DDP on 26 May.

[ ] is very anxious to participate in any training that is set up for Chiefs of Station. His feeling is that this would take care of the briefing usually required prior to their departure overseas.

25X1

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25X1 3. [ ] PP Training Officer, telephoned to inquire about the possibility of setting up a course for approximately 35 clerical members of the PP Staff similar to the one we had run previously for PP personnel. She requested coverage on General Correspondence, Dispatches and Cables.

25X1 [ ] was advised that if our schedule permitted, we would give this instruction and asked that she formalize her request through the Registrar.

25X1 [ ] was also informed that the subject of General Correspondence

25X1 would be handled by [ ] staff.

25X1 [ ] stated that her purpose in requesting this special session is that she would like the personnel to have this instruction to "help tide them over until they all can take Administrative Procedures."

25X1 4. [ ] of the Management Staff called to say that he was conducting a survey for the DCI of the lecture coverage on Cables given by the Office of Training. He was advised that on 14 March we drew up an extensive report for the DCI which went out with Mr. Baird's signature.

25X1 [ ] requested a copy of this memorandum and, after checking with [ ] a copy was given to him. We also furnished [ ] with six months' statistics on the organizational components represented in Administrative Procedures, Operations Support and the various Refresher courses.

5. Last week we reported that the running of an Administrative Procedures course for clerical support personnel [ ] would take place from 9 through 20 June. Since that time, [ ] advised that [ ] had telephoned and requested that the dates be adjusted to 18 June through 28 June. It was determined that these dates were equally compatible with our commitments here and a new schedule was accordingly drawn up and submitted.

25X1 6. In view of the widespread revisions in the format for operational dispatches, [ ] consulted with [ ] Assistant to the DDP Records Policy Officer, to ensure that our new sample problems conformed in every way with the most recent rules.

25X1 7. [ ] arranged, through the Office of Logistics, for a demonstration of a Leitz slide projector in the R & S Auditorium for the IOC Faculty. The demonstration proved to be successful and it was determined that the projector will be purchased.

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He checked up on it informally, after C/IS had been informed that Log could not obtain a demonstration. Got good results.

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25X1 8. [ ] came in to check with [ ] regarding his  
projected assignment in this office. His duties were discussed in detail,  
25X1 schedules reviewed, and arrangements have been made, through [ ]  
for [ ] to report to this office on 11 June. [ ] will  
remain until the end of Operations Support #32. (14 Jly - 15 Aug).

9. Budget & Finance Procedures #9 commenced on 19 May.

25X1 10. [ ] lectured at Operations Familiarization on Wednesday,  
and attended the Finance Division Staff Meeting on Friday.

25X1 11. [ ] returned from military leave on Tuesday, 20 May.



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